

Little Traverse Bay Bands of Odawa Indians

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Job Posting

Job Title: TRIBAL SOCIAL WORKER-VICTIM ADVOCATE
GRANT COORDINATOR
Department: Human Services
Reports To: Human Services Director
Status: Exempt
Salary Range: \$31,475 - \$42,584
Level: 4
Terms: Grant funded position
Open: November 27, 2012
Close: December 18, 2012

SUMMARY

This professional position will begin as a grant coordinator for the Elders Response grant and work into providing direct client services to women later in life to end violence and abuse. This position is responsible for day-to-day implementation of the OVW grant project and will coordinate training and other program activities based upon the culture and traditions of the LTBB tribal community. This position will ultimately assist with personal and environmental difficulties that interfere with the healthy functioning of family life as it pertains to ending violence against and abuse of women later in life. Working directly with the services offered in the Human Services Department, the Tribal Social Worker-Victim Advocate/Grant Coordinator will be responsible for the direct oversight of various aspects in handling victim services as they pertain to victim services. The case management of Tribal victims will ultimately be the responsibility of the Tribal Social Worker-Victim Advocate/Grant Coordinator; this could include: prevention and intervention as they relate to providing services to victims. Collaborating with other LTBB governmental staff and departments, the social worker will put together service plans and court papers in preparation for testimony within all court systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

As the grant coordinator:

- Develop a victim services program to address violence later in life issues.
- Develop strategic plan for responses to domestic violence issues later in life.
- Develop specialized operating and implementation procedures for the purpose of the grant.
- Schedule and coordinate advisory team meetings.
- Provide support and education to the project advisory committee.
 - Coordinate meetings.
 - Prepare agendas and notices.
 - Record advisory meeting minutes.
- Collect and track program data.
- Oversee day-to-day operation of this project.
- Prepare draft policies, procedures and standard forms.
- Organize training schedules with OVW-approved training and technical assistance providers.
- Participate in training and grant required events as outlined in the grant.

- Maintain records and process all paperwork involving OVW grant project.
- Manage grant reporting under the guidance of the Human Services Director.
- Consult with traditional individuals and elders to discuss common traditions to help the community heal.
- Consult with and educate the LTBB community about domestic violence issues as they pertain to grant.
- Work cooperatively with OVW in the development and implementation of this project.
- Collaborate with the Prosecutor's office and Law Enforcement to provide victim advocacy services.

As the tribal social worker-victims advocate:

- Prepare and maintain accurate and confidential case files and keep up-dated progress notes.
- Will document case consult sessions with other social workers and keep director informed of such.
- Maintain case files according to program and BIA and applicable grant standards. This includes appropriate forms, case service plans, visitation agreements, medical info, permanency plans, parent/agency agreement, difficulty of care rates, and case notes. Provide reports with regard to these cases and statistics.
- Oversee all aspects that pertain to the safety and welfare of Tribal citizens as it relates to later in life victim's services.
- Investigate, assess and follow up on complaints as it relates to offering services to victims.
- Visit victims in their homes.
- Must be available on an on call basis for human services emergencies.
- Submit reports as it relates to victims services to prosecuting attorney, legal department and to the state and tribal court systems.
- Testify in court on the progress of and victim services provided.
- Evaluate client's needs, make appropriate referrals and assist tribal members in obtaining necessary services from local, county, state or private agencies.
- Transport clients upon approval as necessary and appropriate in keeping with goals of program.
- Accompany victims to appointments and hearings as appropriate.
- Provide crisis intervention and referral services during business hours or non-traditional hours. (i.e. nights/weekends/holidays).
- Provide victim intervention services to clients 50 and older.
- Network with other professionals and non-professionals for the purpose of providing intervention/prevention services and the strengthening of families according to grant requirements.
- Function as part of department team by covering office duties as requested.
- Will assist in the training of staff as it relates to victims.
- Other duties as assigned.

EDUCATION AND EXPERIENCE

Minimum of Bachelor's degree (BSW) in Social Work and one year experience working in human services or criminal justice field required. A Bachelor's Degree other than social work and two years work experience in the human services or criminal justice field *may* be considered. Previous work with adults and elders in the area of victim services is preferred.

OTHER ESSENTIAL SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Cultural sensitivity is required. Be familiar with computers for the purpose of composing reports and entering data. Must have knowledge of and experience working with

victims of abuse. Experience working with adult and elder victims is preferred. Experience working within a Native American community preferred.

Ability to read, analyze, and interpret, professional journals, technical procedures, and regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from clients, staff and the general public. Be comfortable in large groups of people and have some experience in leading meetings and providing education or training. Must have excellent work history.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess valid driver's license, be insurable, and have reliable transportation at all times. Individual must be able to pass a criminal background investigation.

COMMENTS

Indian Preference will apply.

